



IOWA AGING OPERATIONAL GUIDANCE 2013 – 01
December 17, 2013

TO: Area Agencies on Aging

FROM: Donna K. Harvey, Director

SUBJECT: 1) Aging and Disability Resource Center Designation
2) SFY 2014-2015 Area Plan Amendment
3) Reporting Manual Updates

DUE DATES: March 1, 2014 – Electronic Version of the Area Plan Amendment
Refer to page 5 of the Reporting Manual for Report Due Dates

EFFECTIVE: December 17, 2013

EXPIRATION: June 30, 2014

REFERENCE: 42 U.S.C. 3026 (Older Americans Act); 17 Iowa Administrative Code 6.2; Iowa Acts 2013, SF 452, Section 19.

ACTION REQUIRED: ☒ Yes ☐ No ☐ Informational Only

To accommodate the expansion of Lifelong Links, effective January 2014, the following must be completed by each AAAs.

1) Aging & Disability Resource Center (ADRC) Designation

Upon completion of the ADRC readiness review, the Area Agency on Aging will receive a letter from the Department conditionally approving the designation of the agency as a regional ADRC. The designation will be final when the Commission on Aging approves the agency's SFY 2014 - 2015 Area Plan Amendment.

2) SFY 2014-2015 Area Plan Amendment

This is the annual Area Plan update.

In order to provide Options Counseling within LifeLong Links, Area Agencies on Aging must amend their SFY 2014-2015 Area Plan by providing the following information:

1. A revised Area Plan SFY 2014 budget that includes an estimated number of units and individuals served through Options Counseling and funding source(s) utilized.
2. A direct service waiver for Options Counseling.

Agencies will also be required to update their Area Plan SFY 2014 budget to reflect the allocation of funds received for Elderly Services and for HCBS Unmet Needs.

Please refer to attached Area Plan Amendment instructions for details.

3) Reporting Manual Updates

The statewide implementation of Options Counseling necessitated several changes to the Reporting Manual.

- The definition for Options Counseling now indicates that only an Options Counselor may provide Options Counseling services.
- Options Counseling is a registered service. The IDA Aging & Disability Network Consumer Intake Form has been updated to include the Options Counseling service. In addition, since caregivers may also receive Options Counseling, the IDA Family Caregiver / Grandparent Older Relative Caregiver Intake form has been updated to include the Options Counseling service.
- The ADRC Semi-Annual Reporting Tool (SART) must be completed in April and October. Refer to the Chapter 5C of the Reporting Manual for details.

Please review the manual before preparing the Area Plan amendment.

Attachments

1. SFY 2014 – 2015 Area Plan Amendment Instructions
2. Request for Direct Service Waiver
3. SFY 2014 – 2015 Area Plan Amendment Template
4. REVISED SFY 2014 Reporting Manual12-13-13
5. IDA Aging & Disability Network Consumer Intake Form (Revised 12/13/2013)
6. IDA Family Caregiver / Grandparent Older Relative Caregiver Intake Form (Revised 12/13/2013)
7. Fall 2013 SART Instruction Manual

INQUIRIES: For further information, contact Shan Sasser by e-mail at Shan.Sasser@iowa.gov or by phone at (515) 725-2184. Please refer to SFY'2014-2015 Area Plan Amendment.